

REPORTS INVENTORY						CONTROL NO. <i>DD5/OC-004</i>	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.)  <b>Yearly Accomplishments</b>						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE		<input checked="" type="checkbox"/> ADMIN. GENERAL OTHER (specify) <b>COMMUNICATIONS</b>	
4. NO. OF COPIES PREPARED  <b>3</b>		5. FREQUENCY (weekly, monthly, quarterly, etc.)  <b>Yearly</b>		6. DISTRIBUTION (No. of components not number of copies)  <b>2</b>			
7. FORMAT (memorandum, form computer print-out, etc)  <b>Memorandum</b>		8. ADP PROCESSING YES <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT  <b>By Directive</b>			
10. PREPARING COMPONENT (include lowest level contributing information to report)  <b>OG-CMS/AEB/WOB/CTB</b>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
OSL - 13	\$6.64		76		\$512.24		1 \$512.24
OS14 - 16	\$13.20		4		52.80		52.80 \$565.04
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						<b>\$565.04</b>	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						MAN-HOURS DOLLARS STAT	
16. DATE OF INVENTORY <b>30 September 70</b>						17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <b>Communications Officer</b>	
18. EXTENSION							